

RISK MANAGER

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional work managing the County's risk management program; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Formulating risk management policy and procedures; identifying and analyzing loss exposures; monitoring results and making adjustments; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Administers direction for the County and School Division risk and safety management program.
- Identifies and mitigates the finance risks associated with operation.
- Performs safety/OSHA audits of worksites and school sites.
- Oversees, develops, implements and established work safety policies and procedures.
- Oversees and manages Environmental Management programs.
- Develops and recommends strategies for eliminating and or reducing potential losses and in the design and implementation of loss prevention and safety training programs.
- Ensures regulations are met in regards to OSHA, NFPA, ANSI standards.
- Maintains close communications with County departments assuring that their liability insurance needs are being met.
- Formulates and updates policy documents.
- Supervises a comprehensive program of personal injury and vehicle accident prevention.
- Provides administrative and technical assistance to the County's risk management committee.
- Disseminates and advises on pertinent information regarding risk management, safety and loss control programs.
- Maintains, coordinates and updates the County's insurance policies.
- Monitors and maintains claims filed against the County and its employees.
- Prepares and maintains budgets relating to risk protection.
- Prepares proposals to obtain liability insurance policies to meet the County's needs; prepares proposals to obtain adjusting firms on programs which are self-insured.
- Serves as liaison/contract administrator between insurance companies, agencies and adjusting firms utilized by the County.
- Evaluates market conditions as they relate to County programs.
- Reviews all leases and contracts to assure proper risk protection.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of risk handling techniques and methods; thorough knowledge of property/casualty insurance coverage and insurance contract language; thorough knowledge of research methods and techniques, and methods of report presentation; ability to identify risks and determine situations in which the County might be exposed to financial loss and how these situations can be eliminated or reduced; ability to analyze, interpret and report research findings; ability to interpret and make decisions in accordance with laws, regulations and policies including OSHA; ability to communicate effectively in both oral and written form; ability to establish and maintain effective working relationships with employees, municipal officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in risk management or related field and some experience in municipal risk management including responsibility for analyzing and processing liability claims.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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